NIC Dual Credit
Online Orientation

North Idaho College

nic.edu
Welcome

Greetings and welcome to NIC!

This presentation was created to help parents and students start the dual credit process as well as provide essential information to address your needs.

You will find contact information, step by step instructions for applying and registering, and general resources provided by NIC to aid our students on their journey towards success!

If you need anything, please don’t hesitate to contact us!

-NIC Dual Credit Office
We’re Here For You

NIC Dual Credit Office
Lee-Kildow Hall Room 126
Phone: (208) 625-2329
Email: dualcredit@nic.edu
Web: nic.edu/dualcredit

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William.Clifford@nic.edu
We’re Here For You

Cardinal Central

Cardinal Central is our “one stop shop” for student services. If you have any issues, concerns, or questions that our office cannot address, Cardinal Central is a great resource for students.

Contact
Phone: (208)769-3311
Email: cardinalcentral@nic.edu
Web: nic.edu/cardinalcentral

Hours
Monday-Wednesday 7:30 a.m. to 5 p.m.
Thursday 9 a.m. to 5 p.m.
Friday 7:30 a.m. to 2:30 p.m.
Applying

The first step to becoming an NIC Dual Credit student is to create an account by visiting nic.edu/applynow.

Note: When creating an account, please use a non-school email
Applying

After your account is created on nic.edu/applynow, you can begin your application.

*If you need help completing the application, please contact our office at (208)625-2329. We are more than happy to walk you through the process.*

**Academic Program**

Make sure to select “Dual Enrollment Program” as your academic program.
Applying

Electronic Dual Credit Authorization Form (DCAF)

The application will require an accurate parent/guardian email in which we will send an electronic consent form known as the DCAF.

This form is required before a student’s application can be processed and course registration can take place.
Acceptance Letter

Once your application has been completed and submitted, an acceptance letter will be emailed to the email address you provided within your application.

Your acceptance letter will contain:

- Your NIC student ID number
- Your MyNIC account setup and registration instructions
Consent Form

Even though Dual Credit students are typically under the age of 18, they are still protected by Family Educational Rights and Privacy Act (FERPA) guidelines.

In order for our office to speak with parents about their student’s academic records, the student needs to fill out a Consent for Release of Information form found here: https://www.nic.edu/modules/images/websites/49/file/ConsentForReleaseOfStudentInformation.pdf

Students need to provide photo identification when submitting this form. If this form is submitted through fax or mail, a copy of the student’s photo identification will be required with a signature.
Course Registration

Start with your high school counselor

Meet with your high school counselor and discuss which courses are needed to satisfy your high school graduation requirements. Once a plan is in place, contact our office to set up an advising appointment.

NIC classes can cover your high school course requirements.

<table>
<thead>
<tr>
<th>NIC Course</th>
<th>High School Course Equivalency (Depending on your high school’s requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL-101 &amp; ENGL-175</td>
<td>Junior or Senior English requirement</td>
</tr>
<tr>
<td>ECON-201</td>
<td>Economics requirement</td>
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<tr>
<td>HIST-111 &amp; HIST-112</td>
<td>U.S. History requirement</td>
</tr>
<tr>
<td>POLS 101 &amp; POLS-175</td>
<td>Government requirement</td>
</tr>
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Course Registration

Once your MyNIC account is set up, search for courses through “Self Service”.
Course Registration

Inside Self Service, click on “Student Planning”.
Course Registration

Next, click on “Go to Plan & Schedule”.
Course Registration

You can then use the search bar to search for courses. As you are searching for sections, please note that you can click “View available sections” on the results page to view each individual offer.
Course Registration

Here are some popular courses for first time Dual Credit students to consider:

- CLC-105 – College Study Skills
- ENGL-101 – Writing and Rhetoric I
- COMM-101 – Fundamentals of Oral Comm (Speech)
- PSYC-101 – Introduction to Psychology
- SOC-101 – Introduction to Sociology

General Education Requirements – feel free to browse!
https://catalog.nic.edu/aa-as-degree-requirements/
Placement Testing

SAT and ACT

If you have SAT or ACT scores, speak with your counselor and have your scores submitted to the Dual Credit office.

If you haven’t taken the SATs or ACTs, please visit NIC’s testing center website at nic.edu/testingcenter to sign up for a math and English placement assessment.

Note: Math and English placement scores are needed before students can enroll in select courses such as introductory level math or English.
Contact the NIC Dual Credit office at any time to set up advising appointments either in person or over the phone.

We recommend setting up an advising appointment once per semester prior to enrolling in courses.

Regular advising appointments assist students in keeping on track and gives them an opportunity to achieve their goals or address any issues that arise.
Additional Information

If you need to view your student account for fees/account balances, this can also be found in Self Service under “Student Finance”.

Students taking online classes can access those online modules through “Canvas” on your MyNIC home page.
FastForward Funding

Through the Fast Forward Program, students attending public high schools have access to $4,125 to help pay for dual/concurrent enrollment credits.

Fast Forward funds DO NOT cover lab fees, activity fees, or textbooks. They also DO NOT pay tuition for any classes that are repeated, failed or withdrawn from by the student when it’s past the drop deadline set by the credit bearing institution.

Speak with your high school counselor for more information and with help getting set up!
Thank you!

Please reach out to the NIC Dual Credit office with any questions you might have.

We look forward to being a part of your dual credit experience!

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